Venue Licensing Toolkit
Application Process for Public Place of Amusement (PPA) and Performing Arts Venue (PAV) Licenses

May 2016 Edition

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We’re Here to Help

The City of Chicago and Mayor Rahm Emanuel are committed to supporting the growth and sustainability of the creative industries and helping businesses navigate regulations and licensing processes.

This toolkit contains a lot of detailed information for many types of venues and activities, some of which may or may not be relevant to your particular business. Please contact the Dept. of Business Affairs & Consumer Protection (BACP) at 312-74-GO-BIZ (744-6249) if you have any questions or need assistance at any point during your research and application process. A Business Consultant at BACP is there to answer your questions and walk you through the process of getting your licenses and permits.

A Business Consultant will be assigned to you when you make your first appointment. To schedule an appointment, call 312-74-GO-BIZ or click here. You may also visit us in person, without an appointment, at City Hall, 121 N. LaSalle, Room 800, from 8:30 a.m. to 4:30 p.m., Monday through Friday.
The Small Business Center (SBC) is the business licensing division of the City of Chicago’s Department of Business Affairs and Consumer Protection (BACP), and the City’s “one-stop-shop” for business licensing, public way use permitting, and connecting entrepreneurs to business resources.

Location: City Hall, 121 N. LaSalle, Room 800, Chicago, IL 60602
Website: www.cityofchicago.org/sbc

* Connect with a Business Consultant by making an appointment. Call 312-74-GO-BIZ (744-6249) or make an appointment online at www.cityofchicago.org/sbc. *

Resources:
- **Counseling:** Neighborhood Business Development Centers (NBDCs) • Neighborhood Partners • Business Consultants
- **Permitting/Licensing:** Business Licenses • Public Way Use Permits • Restaurant Start-Up Program
- **Technical:** Free Business Workshops • Small Business Expos • Solution Station at City Hall
- **Financial:** Access to Capital • Seed Chicago Crowdfunding • Tax Information
- **Finding Real Estate:** Site Selector Commercial Vacancy Listing
City of Chicago
Department of Cultural Affairs and Special Events

The City of Chicago’s Department of Cultural Affairs and Special Events (DCASE) is dedicated to enriching Chicago’s artistic vitality and cultural vibrancy. Creative workers make up almost 21% of Chicago’s workforce – and an estimated 63,008 artists work in Chicago.* Mayor Rahm Emanuel and DCASE are committed to building our city’s creative economy by supporting and promoting creative industries such as music, film, theater, fashion, and culinary.

WHAT WE DO:
• Foster independent working artists and for-profit arts businesses;
• Provide a framework to guide the City’s future cultural and economic growth, via the 2012 Chicago Cultural Plan;
• Market the City’s cultural assets to a worldwide audience; and
• Present high-quality, free, affordable cultural programs for residents and visitors.

IMPACT AND REACH:
• DCASE produces more than 2,000 programs, services and events annually.
• Our festivals and cultural attractions host 9.5 million+ people from all over the world.
• Our summer events contribute $246 million+ in total business activity to the Chicago economy and generate $5.6 million+ in tax revenues for the City.
• We support hundreds of individual artists and arts organizations via $1.7 million in cultural grants.

Location: Chicago Cultural Center, 78 E. Washington St., Chicago, IL 60602
Website: www.cityofchicago.org/dcase
Main: dcase@cityofchicago.org, 312-744-3316
Music Industry Program: musicindustry@cityofchicago.org, 312-742-1160, 312-744-2352

* Cultural Policy Center, The University of Chicago
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What is a PPA License?

- A Public Place of Amusement (PPA) License is required to produce, present, or conduct any type of amusement. Venues charging an admission fee or minimum purchase requirement for any type of entertainment or amusement require a PPA. Venues with a capacity of 100 or more people that offer any entertainment or amusement require a PPA, regardless if an admission fee or minimum purchase is charged. In addition, a PPA is required if the venue is rented out or used by other entities for holding events or other amusements that are open to the public. To see when a PPA License is not required, CLICK HERE.

Examples of a PPA include but are not limited to:

- Live Theaters & Concert Halls
- Nightclubs
- Dance Clubs or Public Dancing
- Sports Stadiums
- Movie Theaters
- Bowling Alleys
- Comedy Clubs
- Karaoke & DJs
- Businesses with 2 or more pool tables
- Businesses with 3 or more arcade games or automatic amusement devices*
- Renting out a facility for an event or other amusement that is open to the public

To see if your business is eligible for a PPA License, CLICK HERE.

Are you looking to provide live theatrical performances in a smaller theater? CLICK HERE for PAV License.

A complete list of activities requiring a PPA and PAV license is available in Chapter 4-156 of the Chicago Municipal Code.

* Chicago Municipal Code section 4-156-150 defines “automatic amusement device” as “any machine, which, upon the insertion of a coin, slug, token, card or similar object, or upon any other payment method, may be operated by the public generally for use as a game, entertainment or amusement, whether or not registering a score...”
What is a PAV License?

• The **Performing Arts Venue (PAV) License** – a special class of the PPA license – was created to accommodate Chicago’s smaller theaters. This license is required for any establishment providing live theatrical or other live cultural performances in a venue with an aggregate maximum capacity of 500 of all assembly spaces in the building. The aggregate maximum capacity **may be up to 1000** (of all assembly spaces) if the theater is incidental to the use of a building that is primarily a church, school or other charitable organization. **A PAV license holder cannot provide live music.** To see when a PAV License is not required, [CLICK HERE](#).

• **To see if your business is eligible for a PAV License,** [CLICK HERE](#).

A complete list of activities requiring a PPA and PAV license is available in [Chapter 4-156 of the Chicago Municipal Code](#).
A PPA or PAV License is **NOT** required for the following:

- Venues that have a **maximum capacity of 99 -and- do not charge an admission fee or minimum purchase** for any entertainment/amusement
- Musical groups of **8 performers or less** performing in a **restaurant, hotel, or retail establishment with no admission fee or minimum purchase requirements**.
- **Banquet halls** that possess a retail food license which provide events that are not open or advertised to the public with no admission fee or minimum purchase requirements. Examples of events include a **wedding** or a **birthday party**.
- Entertainment/amusement presented within a **private club or lodge solely for its members and its guests**. (A private club is a not-for-profit organization active for at least 3 years with an established membership role of at least 50 dues paying members.)
- **Health clubs, racquetball or tennis clubs** or similar clubs organized on a membership basis for the recreation of its members and guests.
- Businesses with no more than 3 automatic amusements/arcade machines.
- Businesses with no more than 1 pool table.

A complete list of exceptions is available in section **4-156-305** of the Chicago Municipal Code.
Can I ask the public for donations?

Asking for donations from the public is permissible when the only amusement to be produced, presented, or conducted is:

- Offered in a performance space with a capacity of less than 100 persons; and
- No admission fee, minimum purchase requirement, membership fee, or other fee or charge is imposed for the privilege of entering the premises or the portion of premises where the amusement is provided or permitted.

Donations that are solicited strictly on a voluntary basis may be accepted by a venue if the venue posts a sign, no less than eight and one-half inches by 11 inches, in a conspicuous place near the entrance of the venue stating, "Under Section 4-156-720 of the Municipal Code of Chicago, this performing arts venue may not charge an admission fee, minimum purchase requirement, membership fee, or other fee or charge imposed for the privilege of entering the premises. Any donations are purely voluntary".
Overview of Application Steps

- **Step 1:** Pre-Inspection of New Space
- **Step 2:** Alderman and Police District Commander Meeting
- **Step 3:** Initial Meeting with BACP Consultant: Zoning, Site Evaluation, and Parking
- **Step 4:** Registration with IRS, State, Cook County (for new business entities only)
- **Step 5:** 2nd Meeting with BACP Consultant: Application, Supporting Documents, and Building Permits
- **Step 5A:** Applying to Serve Liquor and Food

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Overview of Application Steps

[Continued from previous page]

**Step 6:** Submit Payment and Completed Application

**Step 7:** For PPA’s & Liquor Only: Public Comment Period and Posting of Notices

**Step 8:** Preparing for Inspections

**Step 8A:** Occupancy Capacity Sign Application

**Step 9:** Inspections

**Step 10:** Licenses and Occupancy Capacity Sign Issued

**Step 11:** Posting on the Premises
# Public Place of Amusement (PPA) Requirements

<table>
<thead>
<tr>
<th>What to Consider</th>
<th>What’s Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Zoning Districts</strong>*</td>
<td>Venues with 1-149 occupancy are permitted in a B1, B2, B3, C1, C2, C3, DC, DX, DS zoning district. 150-999 occupancy permitted in B3, C1, C2, C3, DC, DX, DS. 1000+ occupancy permitted in the B3, C1, C2, C3 only as a mandatory Planned Development (PD); permitted in the DC, DX, DS as of right. Contact a Zoning Representative for an official ruling.</td>
</tr>
<tr>
<td>*Businesses applying to serve food and/or liquor have separate zoning requirements. To view the City of Chicago Zoning Map, CLICK HERE.</td>
<td></td>
</tr>
<tr>
<td><strong>Location or Distance Restrictions</strong>*</td>
<td>In all B and C districts, establishments requiring a PPA license may not be located within 125 feet of any RS1, RS2 or RS3 District. They may apply for a Variation from the Zoning Board of Appeals eliminating that prohibition.</td>
</tr>
<tr>
<td>*Businesses applying to serve liquor have additional location or distance restrictions.</td>
<td>Site must be more than 200 feet of a church, school, hospital, or building used exclusively for educational purposes. Ask your BACP Consultant about waiver and appeal information.</td>
</tr>
<tr>
<td><strong>Capacity</strong>*</td>
<td>Venues with a total capacity of 100 or more people that offer any entertainment or amusement require a PPA or PAV, regardless if an admission fee or minimum purchase is charged.</td>
</tr>
<tr>
<td>*Capacity number is calculated by the total occupancy of all rooms or other occupancy areas of the premises of the business operating the amusement.</td>
<td></td>
</tr>
<tr>
<td><strong>If the business charges admission/minimum purchase...</strong></td>
<td>PPA or PAV is required regardless of capacity.</td>
</tr>
<tr>
<td><strong>If NO admission/minimum purchase is charged...</strong></td>
<td>PPA or PAV is required for a venue with a maximum total capacity of 100 persons or more, regardless if an admission fee or minimum purchase is charged.</td>
</tr>
</tbody>
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**What to Consider**

<table>
<thead>
<tr>
<th>Live Music</th>
<th>PPA is required for live music venues.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live Theatrical or Other Live Cultural Performances</td>
<td>PPA or PAV is required. Note: Venue may be eligible for a PAV if capacity requirements are met. See <a href="#">PAV Requirements</a>.</td>
</tr>
<tr>
<td>Dance Hall or Public Dancing</td>
<td>PPA is required if the venue charges admission or minimum purchase <strong>and</strong> has a total capacity of 100 or more people.</td>
</tr>
<tr>
<td>Parking Required on the Premises</td>
<td>Venues with a capacity of 150 persons or greater may require vehicle and bicycle parking on the premises. Some exemptions and reductions may apply – see Step 3 Zoning Evaluation. There is no parking requirement for venues with less than 150-person total capacity.</td>
</tr>
<tr>
<td>Public Comment Period (30 days)*</td>
<td>Public Comment Period is required for a PPA and for a Liquor License.</td>
</tr>
<tr>
<td>Rental or Use of Venue by Other Companies/Organizations</td>
<td>PPA is required if the venue is rented out or used by other companies/organizations for holding an event or other amusement that is open to the public. Ask your BACP Consultant for an official ruling.</td>
</tr>
<tr>
<td>Automatic Amusements/Arcade Machines</td>
<td>Businesses with 4 or more automatic amusements/arcade machines require a PPA.</td>
</tr>
<tr>
<td>Pool Tables</td>
<td>Businesses with 2 or more pool tables require a PPA, regardless if payment is required to use any pool table.</td>
</tr>
</tbody>
</table>

**License Fees** (based on 2-year term)

<table>
<thead>
<tr>
<th>Maximum Occupancy</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 350</td>
<td>$770.00</td>
</tr>
<tr>
<td>351 - 500</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>501 - 750</td>
<td>$1,650.00</td>
</tr>
<tr>
<td>751 - 1000</td>
<td>$2,200.00</td>
</tr>
<tr>
<td>1,001 - 2,000</td>
<td>$3,300.00</td>
</tr>
<tr>
<td>2,001 - 3,000</td>
<td>$4,400.00</td>
</tr>
<tr>
<td>3,001 - 4,000</td>
<td>$6,600.00</td>
</tr>
<tr>
<td>over 4,000</td>
<td>$13,200.00</td>
</tr>
</tbody>
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*Public Comment Period is required for a Liquor License, a separate Public Comment Period is required. See Steps 5, 5A, 6, 7.*
Performing Arts Venue (PAV) Requirements

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</tr>
<tr>
<td><strong>Location or Distance Restrictions</strong></td>
<td>None for a PAV, unless there is a liquor license application. Read the City’s location/distance restrictions for Liquor.</td>
</tr>
<tr>
<td><strong>Capacity</strong>*</td>
<td>Up to maximum capacity of 500. Up to 1000 maximum capacity if the theater is incidental to the use of a building that is primarily a church, school or other charitable organization. Venues with a total capacity of 100 or more people that offer any entertainment or amusement require a PPA or PAV, regardless if an admission fee or minimum purchase requirement is charged.</td>
</tr>
<tr>
<td>If the business charges admission/minimum purchase...</td>
<td>PPA or PAV is required regardless of capacity.</td>
</tr>
<tr>
<td>If NO admission/minimum purchase is charged...</td>
<td>PPA or PAV is required for a venue with a maximum total capacity of 100 persons or more, regardless if an admission fee or minimum purchase is charged. See “Capacity” above for PAV requirements.</td>
</tr>
</tbody>
</table>

*Businesses applying to serve food and/or liquor have separate zoning requirements. To view the City of Chicago Zoning Map, [CLICK HERE](#).
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<tr>
<td><strong>Live Theatrical or Other Live Cultural Performances</strong></td>
<td>PPA or PAV is required. Venue may be eligible for a PAV if capacity requirements are met. See &quot;Capacity.&quot;</td>
</tr>
<tr>
<td><strong>Dance Hall or Public Dancing</strong></td>
<td>Not eligible for a PAV. See <a href="#">PPA</a>.</td>
</tr>
<tr>
<td><strong>Parking Required on the Premises</strong></td>
<td>Venues with a capacity of 150 persons or greater may require vehicle and bicycle parking on the premises. Some exemptions and reductions may apply - see Step 3 Zoning Evaluation. There is no parking requirement for venues with less than 150-person total capacity.</td>
</tr>
<tr>
<td><strong>Public Comment Period (30 days)</strong>*</td>
<td>Not required for a PAV, unless there is a Liquor License application.</td>
</tr>
<tr>
<td><em>(If applying for a liquor license, a separate Public Comment Period is required. See Steps 5, 5A, 6, 7.</em>)*</td>
<td></td>
</tr>
<tr>
<td><strong>Rental or Use of Venue by Other Companies/Organizations</strong></td>
<td>Ask your BACP Consultant for an official ruling. A PAV license holder considering allowing another group to use or rent their venue must first find out: 1) if Zoning allows renting out the venue; 2) if the other group’s activity is allowed under the PAV License; and 3) if the other group’s activity is not allowed under the PAV License, whether an Indoor Special Event (Not-For-Profit) license can be obtained.</td>
</tr>
<tr>
<td><strong>Automatic Amusements/Arcade Machines</strong></td>
<td>See <a href="#">PPA</a>. Businesses with 4 or more automatic amusements/arcade machines require a PPA.</td>
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<td><strong>Pool Tables</strong></td>
<td>See <a href="#">PPA</a>. Businesses with 2 or more pool tables require a PPA.</td>
</tr>
<tr>
<td><strong>License Fees</strong> <em>(based on 2-year term)</em></td>
<td>$110 for 1-499 person occupancy. $2.00 per seat/person for theaters with 500-1000 total occupancy.</td>
</tr>
</tbody>
</table>
Before You Start

**DURING EARLY PLANNING STAGES:** We strongly recommend involving the Dept. of Business Affairs and Consumer Protection (BACP) during the early planning stages of your business, including the proposed type of activities, location, venue capacity, and timing of project completion. BACP’s Small Business Center’s website (www.cityofchicago.org/SBC) is a helpful resource. It is important to share every planned business activity with your BACP Consultant at the start because many activities require their own licenses.

**KNOW YOUR ZONING:** Before taking out a business loan, signing a lease/purchase agreement, or applying for a business license, ensure that your proposed site is in the proper zoning district and that it complies with the current Chicago Municipal Code including the Amusement Code in Chapter 4-156. To search the zoning district map, CLICK HERE. (See Step 3 in the Application Process.) The Code is frequently updated so a new owner needs to check current zoning and code regulations; do not assume the previous owner’s designation applies.
CONFIRM IF YOUR LOCATION HAS RESTRICTIONS FOR LIQUOR: Before taking out a business loan, signing a lease/purchase agreement, or applying for a business license, ensure that your proposed site is not in a location that is subject to Liquor Moratorium or Vote Dry Area restrictions. To see the City’s Liquor License Restrictions and Special Regulations page, CLICK HERE. To search your location on the Liquor Moratorium/Vote Dry Area map, CLICK HERE. (See Step 3 in the Application Process; some exemptions apply.) The Code is frequently updated so a new owner needs to check current code regulations; do not assume the previous owner’s designation applies.

CRIMINAL BACKGROUND CHECK: All license applicants must undergo a criminal background check. Ask your BACP Consultant for more information.
 BEFORE YOU START

★ NO HOLDS OR CITY INDEBTEDNESS: To obtain a business license, there can be no holds or city indebtedness to the City of Chicago on any of your accounts. In order to check whether an account has any holds you may call 312-74-GO-BIZ, or ask your BACP Consultant.

★ NOISE ORDINANCE AND SOUND PROOFING: Municipal code says that no establishment, including liquor, PPA and/or PAV license holders, “...shall operate or permit operation of any equipment or device that electronically amplifies sound so as to generate sound louder than the average conversational level at a distance of 100 feet or more from the property line of the property from which the noise is being generated.” Please bear this in mind when planning for soundproofing. If a Police Officer standing 100 feet from your venue’s property line determines that the noise from your venue is above average conversational level, then your business may be found in violation. (Municipal Code 8-32-070)
Before You Start

ieron

GOOD STANDING WITH THE STATE: All license applicants must be in good standing with the State of Illinois. Information for Corporations (including not-for-profits) and LLCs can be looked up by CLICKING HERE.

STATE & FEDERAL COMPLIANCE: In addition to the City of Chicago regulations, new PPA’s and PAV’s applications may need to comply with State of Illinois and Federal regulations related to taxation, employment, and health along with other requirements.
Helpful Tips:

**KNOW YOUR COMMUNITY & KNOW YOUR LOCATION**
Before signing a lease or purchase agreement, we recommend researching the history of the surrounding neighborhood and the community’s relationship with the previous owner or tenant. If you are buying a business, you may be buying the previous owner’s problems. A good place to start is the Alderman’s office for that location or the local Chamber of Commerce. The sooner you notify the Alderman and community of your intentions to open your venue, the sooner you will be able to establish a working relationship with them. If you anticipate opposition from the community, you may want to consider submitting a Plan of Operation as a part of your license application (See STEP 7 for Public Comment Period information for PPA’s and Liquor Licenses - ask your BACP Consultant for more information.)

**PRE-INSPECTION OF NEW SPACE:**
Before you sign a lease or purchase a building, make sure that you evaluate the suitability of the space for the activities you plan to carry out there. To do so, you may want to have your space pre-inspected by an architect or contractor who is familiar with venues and assembly space requirements.

**LOOKING UP BUILDING VIOLATIONS:**
It is strongly recommended you investigate the existing condition of the space by looking up any outstanding City building violations and all past building permits issued for the space. Search the Dept. of Building's Building Violations Online by address. This information can help identify any major flaws or problems with the site, or if previous work done on the building or in the space was done legally with permits or illegally without or contrary to approved plans/permits. You may wish to consult with an architect or contractor to help you assess any listed violations.
Helpful Tips:

Legal Resources

Lawyers for the Creative Arts (www.law-arts.org) provides free and low-cost legal service to financially eligible clients in all areas of the arts – the visual, performing, entertainment, literary, arts education and more. LCA helps individuals as well as for-profit and not-for-profit organizations with business issues, contracts, copyrights, trademarks and many other legal areas.

Visit LCA’s application page to apply: http://www.law-arts.org/application.html

The Law Project (www.thelawproject.org) provides free, expert legal assistance to support community development efforts led by entrepreneurs and nonprofit organizations that generally do not have the resources to pay for legal services.

While legal advice is needed for real estate transactions, for securing tax exemption, starting a new business, entering into contracts, and managing personnel issues, most organizations in low-income neighborhoods cannot afford the high cost of these services.

Visit their application page to apply: http://www.thelawproject.org/Apply/
Helpful Tips:

✦ CONTINGENCY CLAUSE IN CONTRACT:
Some venues include a contingency clause in their purchase/lease agreements stating that the agreement is valid only if the applied-for licenses are issued by the City. It is recommended that you consult with an attorney before signing a lease or purchase agreement.

✦ LOCATION INSPECTION BY BACP:
Before doing structural build-out/rehab of the venue’s interior, the Applicant may request that Business Affairs & Consumer Protection (BACP) does a Location Inspection of the venue’s exterior and property lines to pre-determine if any restrictions exist that would prohibit the issuance of a license. The request for a Location Inspection must be made to your BACP Consultant. A fee of $250 will be charged for each location inspection; this amount may be applied to the final application fee if the Applicant wishes to move forward with the application process after the location inspection.

✦ OPENING DATE:
We strongly recommend that you wait to pick or advertise your opening date until all of your City inspections have been passed and all of your City and State licenses have been issued.
Helpful Tips:

🌟 GENERAL LIABILITY INSURANCE COVERAGE:
It is recommended that you obtain general liability insurance coverage for your business. Talk to an attorney about your business’s exposure to risk and how best to address those risks. **Liquor License Holders are required to obtain Certificate of Liquor Liability/Dram Shop Insurance** - the coverage must be issued to the business for the premises; aggregate amount of $300,000 per occurrence; and City of Chicago Liquor Control Commissioner must be Certificate Holder (See Step 5A.)

➢ Below are some resources for learning more about this coverage. You may also do an internet search of “General Liability Insurance” and “Chicago” to find insurance companies in your area.

U.S. Small Business Administration ([www.SBA.gov](http://www.SBA.gov))

Fractured Atlas ([www.fracturedatlas.org](http://www.fracturedatlas.org))
- Annual General Liability Insurance: [https://www.fracturedatlas.org/site/liability/GL](https://www.fracturedatlas.org/site/liability/GL)
- Event Liability Insurance: [https://www.fracturedatlas.org/site/liability/Event](https://www.fracturedatlas.org/site/liability/Event)
Helpful Tips:

✦ DEVELOPING A BUSINESS PLAN

The Small Business Center offers business workshops including “How to Write a Business Plan – What You Need To Know!” and can connect you with information on guides, courses and agencies to help you develop a sound business plan. You may wish to contact SCORE Chicago or a Small Business Development Center for free business mentoring and resources.

✦ BYOB (Bring Your Own Bottle) is not regulated by the City of Chicago. However, the City encourages business owners to obtain liability insurance to protect against potential lawsuits. Talk to an attorney about your business’s exposure to risk and how best to address those risks.

✦ SMALL BUSINESS CENTER WORKSHOPS:

Every Wednesday and Friday, BACP holds workshops on various topics geared toward small business owners, including venue start-up’s. To view the complete workshop schedule, CLICK HERE.

HIGHLY RECOMMENDED WORKSHOP FOR VENUE OWNERS:

“City Inspections – Ask Questions, Get Answers”

To operate a successful business in Chicago you must know the requirements. Talk to officials from four City departments who will provide insight to operate safely, stay compliant, help prepare for inspections and point out the do’s and don’ts of operating your business. Presenters include representatives from the Departments of Health, Business Affairs & Consumer Protection, Zoning, and Buildings (Special Inspections Program).
Helpful Tips:

🌟 SCHEDULING INSPECTION DATE:
Once your inspection date is assigned for the License Inspection Task Force, cancelling or changing this date is not recommended. If you need to cancel the inspection date after it is assigned, you will be responsible to schedule separate inspection dates with each City department.

🌟 DEPT. OF BUILDINGS WORKSHOPS:
**E-PLAN CLASSES AND TECH SUPPORT**
The Dept. of Buildings is now offering classes and tech support for Architects and Design Professionals using the new paperless E-Plan electronic plan review system.

Using the E-Plan system is required for applying for Building Permits which require architectural drawings.

To register for a class, CLICK HERE.
To view the E-Plan Applicant User Guide, CLICK HERE.

**STAY IN THE LOOP:** If you (the owner/manager) want to be included in E-Plan notification emails, ask your architect/contractor to add your email address to the system at registration.
Application Process Steps for Public Place of Amusement (PPA) and Performing Arts Venue (PAV) Licenses

<table>
<thead>
<tr>
<th>1. Pre-Inspection of New Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-determine if the space is suitable for the activities you plan to carry out. We encourage having your space pre-inspected by an architect or contractor who is familiar with amusement venues/assembly spaces.</td>
</tr>
<tr>
<td>Check for any building violations by searching Dept. of Buildings' Building Violations Online by address. You may wish to consult with an architect or contractor to help you understand any listed violations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Alderman and Police District Commander Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is strongly advised that you communicate your plans of activities, projected opening date, hours, location, planned occupancy number, and any plans to serve food/liquor with the location’s Alderman (Ward) and Police District Commander.</td>
</tr>
<tr>
<td>Providing a letter on letterhead describing these plans is encouraged. Click on the links above to search using your location’s street address.</td>
</tr>
<tr>
<td>For the Police District Commander Meeting: It is requested that you be prepared to discuss the venue’s detailed interior and exterior public safety plan, which should be designed with specifics relating to the maintenance of a safe and controlled environment at all times, for all occupants of the licensed premise.</td>
</tr>
</tbody>
</table>
3. Initial Meeting with BACP Consultant: Zoning, Site Evaluation, and Parking

- Schedule an appointment with a Business Consultant at Business Affairs & Consumer Protection (BACP) at City Hall online or call 312-74-GO-BIZ (744-6249).

- Bring a description of the planned types of activities including serving food/liquor, hours, location, planned occupancy/capacity, and timing of project completion.

**IF YOU HAVE ALREADY REGISTERED YOUR BUSINESS ENTITY WITH CITY, COUNTY, STATE, FEDERAL:**
- Bring a completed Business Information Sheet

- Verify with your Business Consultant that all applicants and business entities are in good standing with the City, State and Federal Government.

**ZONING & SITE EVALUATION**
Determine if site is in the proper zoning district for the use according to Zoning Ordinance. **Always check with your Zoning representative for an official ruling – your BACP Consultant will connect you with a Zoning Representative.** Zoning district maps are updated frequently. You may wish to consult a zoning attorney to help you understand the ordinance, including any exemptions that may apply. To view the City of Chicago Zoning Map, [CLICK HERE](#).

- Venues with the following occupancy numbers are permitted in the following zoning districts. Contact a Zoning Representative for an official ruling.
  - ★ 1-149 occupancy permitted in a B1, B2, B3, C1, C2, C3, DC, DX, DS zoning district.
  - ★ 150-999 occupancy permitted in B3, C1, C2, C3, DC, DX, DS.
  - ★ 1000+ occupancy permitted in the B3, C1, C2, C3 only as a mandatory Planned Development (PD); permitted in the DC, DX, DS as of right.
ZONING & SITE EVALUATION (Continued)

FOR PPA’S ONLY:
- □ Site must be more than 200 feet of a church, school, hospital, or building used exclusively for educational purposes. PPA applicants may submit a written request for a waiver of this rule to the BACP Commissioner. See Note #1 for details.
- □ In all B and C districts, establishments requiring a PPA license may not be located within 125 feet of any RS1, RS2 or RS3 residential zoning district. PPA applicants may apply for a zoning variation from the Zoning Board of Appeals eliminating that prohibition. See Note #1 for details.

□ LIQUOR: If planning to serve/sell liquor, refer to page 2 of the Restaurant License and Zoning Reference Guide for the proper zoning district and Liquor License Restrictions and Special Regulations page for information regarding proximity to churches, schools, homes for the aged, libraries and taverns. Confirm there is no Consumption on Premises Liquor Moratorium or Vote Dry Precinct for that specific location by using the Interactive Map to search for your location by address. Click on “Map Layers” and the Map Legend to see Consumption on Premises Liquor Moratorium areas and Vote Dry Precincts on the map. These areas apply to all liquor licenses that allow on-site consumption, including the Tavern License and the Consumption on Premises-Incidental Activity License. See Chicago Municipal Code 4-60-021/022 for restrictions and exceptions.

Exemptions to the Consumption on Premises Liquor Moratorium include restaurants where the primary activity is serving food; theaters whose premises are licensed for incidental service of liquor only, that provide live stage performances and are equipped with fixed seating; and others. Ask your BACP Consultant for an official ruling.

[Continued on next page]
LIQUOR (Continued)
An Alderman has the ability to introduce an ordinance to lift a Consumption On Premises Liquor Moratorium and then submit the ordinance to City Council for final approval. The Consumption On Premises Liquor Moratorium must be lifted in the same manner as it was originally placed. The code requires that the moratorium must at least cover an area no less than two contiguous city blocks but may be larger.

A Vote Dry Precinct is done by election by voters in that precinct. The Illinois Liquor Control Act of 1934 permits voters in any precinct in the City of Chicago to vote a precinct “dry” – or reverse the “dry” status – through a local option referendum in one of three ways:
1) Vote precinct dry for all liquor sales.
2) Vote precinct dry except for packaged goods liquor sales.
3) Vote precinct dry except for beer sales.

☐ RESTAURANT/RETAIL FOOD ESTABLISHMENT: If planning to prepare, serve or sell food, confirm that your location is in the proper zoning district for that specific address. To view the Chicago Zoning Map, CLICK HERE.

PARKING
☐ Venues with a capacity of 150 persons or greater may require vehicle and bicycle parking on the premises. To request off-site parking (not street parking), applicants may submit a Special Use Package/Application to the Zoning Board of Appeals.
➢ Some exemptions and reductions to parking may apply depending on the zoning district, venue gross floor area, and distance between venue and the parking facility. These may apply to, but are not limited to, official Chicago Landmark Buildings and Chicago Landmark Districts, transit-served locations (Metra or CTA), underground parking, and Pedestrian (“P”) Streets. (See Note #2) Always check with your Zoning representative for an official ruling – your BACP Consultant will connect you with a Zoning Representative.

[Continued on next page]
3. Initial Meeting with BACP Consultant: Zoning, Site Evaluation, and Parking (CONTINUED)

PARKING (Continued)

NOTE: Refer to the “Parking Requirements” section of page 2 of the Restaurant License and Zoning Reference Guide. Contact a Zoning Representative for an official ruling. There is no parking requirement for venues with less than 150-person total capacity.

☐ If off-site parking is requested by applicant: Provide a lease agreement (minimum 5-10 years) from a company providing the parking spaces or services. Examples of an off-street parking facility include a parking garage, a valet parking operator, bank lot, etc.

☐ VALET PARKING: If the venue or business establishment wishes to engage in valet parking services, only a City of Chicago licensed valet parking operator (See Valet Parking Operator License) may be contracted. Business Affairs & Consumer Protection (BACP) issues the valet parking operator license. Valet parking operator licenses are site or location specific. Valet parking operator license applicants must list the address that they have been contracted to provide valet parking services. The address must have been issued a Chicago Department of Transportation (CDOT) loading zone permit in good standing. (See “LOADING ZONE” in Step 6.) In addition to having a current loading zone permit, the Valet Parking Operator must provide a valid lease or proof of ownership for the off-street parking in a lot or garage. Operator must provide off-street parking for 15% of the occupancy of the business (venue).

☐ Note that if valet parking services are conducted 100% on private property (i.e., the venue’s parking lot or parking garage), a valet parking operator license is NOT required.

☐ FOR BUILDINGS WITH NEW CONSTRUCTION, MAJOR RENOVATIONS, ALTERATIONS OR ADDITIONS: Work with your contractor or architect to determine if the building and/or applicable building permit requires a Certificate of Occupancy (C. of O.) from the Dept. of Buildings. If you already have a Certificate of Occupancy, bring a copy with you for your BACP Consultant. For C. of O. Rules and Regulations, Click Here. (Note: the C. of O. is not to be confused with the Occupancy Capacity Sign).

[Continued on next page]
3. Initial Meeting with BACP Consultant:
Zoning, Site Evaluation, and Parking (CONTINUED)

[Continued from previous page]

- **LOCATION INSPECTION BY BACP:**
  Before doing structural build-out/rehab of the venue’s interior, the Applicant may request that Business Affairs and Consumer Protection (BACP) does a **Location Inspection** of the venue's exterior and property lines to pre-determine if any restrictions exist that would prohibit the issuance of a license. The request for a Location Inspection must be made to the BACP Consultant. A fee of $250 will be charged for each location inspection; this amount may be applied to the final application fee if the Applicant wishes to move forward with the application process after the location inspection.

4. *New Business Entities Only*:
Registration with IRS, State of Illinois, Cook County

Register your business with state and federal government to obtain the following:
- **IRS Employer Identification Number (EIN)** (except for Sole Proprietorships)
- **State of Illinois File Number**
- **Illinois Dept. of Revenue Account ID Number**

- Register your assumed business name with the [Cook County Clerk’s Office](#). (See Note #3)
5. Second Meeting with BACP Consultant: Application, Supporting Documents, and Building Permits

Provide the following completed forms and documents:

- **Business Information Sheet** (if not provided at Initial Meeting with BACP)
- **Business Structure Documents**, including **Articles of Incorporation and Corporate Minutes** *(See Note #4)*
- **Adult Use Affidavit** (notarized)
- **Site plan ("plat of survey") and Floor plans** (signed and sealed by licensed architect)
- **Venue lease or deed**

**BUILDING PERMITS PROCESS BEGINS**
You must obtain Building Permits from the Dept. of Buildings PRIOR to doing any structural build-out/rehab. To see an overview of Building Permit requirements, [Click Here](#). To see an overview of the Building Permit process, [Click Here](#). To submit your plans electronically using the Dept. of Buildings’ E-Plan system, [Click Here](#). Architectural drawings prepared by a licensed architect are required.

For information on applying to serve Liquor and/or Food, see [STEP 5A](#).

The BACP Consultant creates your customized Application Form based on your planned activities.

Zoning ruling happens **after** the customized Application Form is created and **after** all Building Permits applications and architectural plans are submitted. BACP cannot accept the completed application until final approval is received from Zoning.
5A. Applying to Serve Liquor and Food

Determine with your BACP Consultant which type of Liquor License and Restaurant License are appropriate.

LIQUOR LICENSING: Review and complete the City’s:
1.) Steps in the Liquor License Application Process
2.) Liquor License Required Documents: Provide the following items in addition to the required forms from STEP 5:

- **Individual History Form** (notarized) – for each individual who has 5% or more direct or indirect interest in the business or its officers
- **Government-Issued Photo Identification** of each person required to complete the Individual History Form (Driver’s License, State ID, or Passport)
- **Spousal Affidavit** (notarized) – for any spouse of each individual required to complete the Individual History Form
- **Manager’s Statement** (notarized) – for all managers of the establishment
- **For Manager’s Statement: Provide a Letter** signed by an officer listed on the account stating the appointment of each individual as a site manager. The signing officer must also provide government-issued photo identification. A letter on company letterhead is preferred.
- **Certificate of Liquor Liability or Dram Shop Insurance** - issued to the business for the premises; aggregate amount of $300,000 per occurrence; and City of Chicago Liquor Control Commissioner must be Certificate Holder (See Note #5)
- **B.A.S.S.E.T. Certification** (see “Education” section of ILCC website). B.A.S.S.E.T. certification is required for all owners, managers, alcohol servers and “bouncers” (i.e., employees responsible for checking patrons’ identification for entry into a liquor-licensed premise) (See Note #6)
- **Purchase/Sale agreement** - if applicant is purchasing an existing business
- **Food and drink service menu**
HOURS OF OPERATION FOR LIQUOR LICENSES

The closing hour under a standard liquor license is 2 a.m., Monday through Saturday, and 3 a.m. on Sunday. With a Late Hour Liquor License, establishments are permitted to remain open until 4 a.m. Monday through Saturday and 5 a.m. on Sunday. The legal opening time for all liquor establishments is 7 a.m., Monday through Saturday. On Sunday, a Consumption on Premises-Incidental Activity license may open at 10 a.m., and all other liquor establishments may open at 11 a.m. No package goods liquor can be sold on Sunday until 11 a.m. In order to apply for a Late Hour License, applicants must first hold a Consumption on Premises-Incidental Activity or Tavern liquor license.

REMEMBER FOR LATER: STATE LIQUOR LICENSING

Once you obtain your City of Chicago liquor license, you will be required to obtain a liquor license from the State of Illinois Liquor Control Commission in order to purchase and sell alcohol. (SEE STEP 10) Most common is the State's Retailer's Liquor License. With your State application, you must provide a copy of your issued City of Chicago liquor license.

RESTAURANT LICENSING: Review all sections of the Restaurant Start-Up Program site at www.cityofchicago.org/restaurant and complete any required forms.

- Inspections 101
- Selecting Your Site
- Getting Your Tax ID
- Guides and Forms
- Writing Your Business Plan
- Intro to Licensing

A Retail Food Establishment (RFE) license is required any time perishable food and beverage are prepared, served, or sold to the public. A Retail Food Establishment license will only be issued to a commercial location. (See Note #7)

- Review the Retail Food Service License application and inspection process with your BACP Consultant.
- Review the Food Plan Review Application.
- Provide a copy of your food and drink service menu.
- Each person responsible for overseeing the food handling and preparation process enrolls in a Food Sanitation Certification Course to receive a Food Service Sanitation Manager Certificate. One certificate-holder must be on-site at all times during hours of operation. (See Note #8)
6. Submit Payment and Completed Application

Along with your payment of application fees, submit your Completed Application document and the following supporting documents to the BACP Consultant:

- **Financial Disclosure Form** (notarized)
- **Individual History Form** (notarized)
- **Government-Issued Photo Identification of owners/officers**
- **Exit Diagram** (See Note #9)
- **Venue lease or deed**
- **Business Information Sheet**
- **Business Structure Documents** (See Note #4)
- **Adult Use Affidavit** (notarized)
- **Site plan (“plat of survey”) and Floor plans**
  (signed and sealed by licensed architect)
- **Food and drink service menu** and **Food Plan Review Application**

**REMEMBER: Liquor License Applications** must provide the following in addition to the above:

- **Spousal Affidavit** (notarized)
- **Manager’s Statement** (notarized) - for all managers of the establishment
- **For Manager’s Statement: Provide a Letter** signed by an officer listed on the account stating the appointment of each individual as a site manager. The signing officer must also provide government-issued photo identification. A letter on company letterhead is preferred.
- **Certificate of Liquor Liability or Dram Shop Insurance** - issued to the business for the premises in the aggregate amount of $300,000 per occurrence. The City of Chicago Liquor Control Commissioner must be Certificate Holder. (See Note #5)
- **B.A.S.S.E.T. Certification** (see “Education” section of ILCC website). B.A.S.S.E.T. certification is required for all owners, managers, alcohol servers and “bouncers” (i.e., employees responsible for checking patrons’ identification for entry into a liquor-licensed premise) (See Note #6)
- **Purchase/Sale agreement** - if applicant is purchasing an existing business

Click here to return to Table of Contents
6. Submit Payment and Completed Application

FOR USE OF THE PUBLIC WAY

Each application for Use of the Public Way requires approval by the appropriate inspecting departments, the location’s Alderman, and the City Council. Once the application is approved by the inspecting departments and the location’s Alderman, the ordinance is prepared for introduction City Council. Next, the ordinance is referred to the City Council’s Committee on Transportation and Public Way. Once approved by Committee, the ordinance is referred back to the City Council for approval. It takes 3 City Council Meetings to process the application / ordinance. The permit does not go into effect until the payment is made and the permit is issued.

What is “Using the Public Way?” See Note #10

Steps for City Council passage:
- First Meeting: Alderman introduces the ordinance to City Council. It is referred to the Committee on Transportation and Public Way.
- Second Meeting: When it passes Committee, the ordinance then is brought before the City Council for a vote.
- Third Meeting: When the ordinance passes City Council, the ordinance is then published in the City Council Journal.

SIGNS, LIGHTS, CANOPIES, AWNINGS, BANNERS, & MARQUEES
- If the sign, light, canopy, awning, banner or marquee encroaches outside your property line, a Bundle Permit Application needs to be completed and submitted to the Department of Business Affairs & Consumer Protection. After submission, you are given a Public Way Use Application Number. That number is needed before a licensed sign contractor can complete the Dept. of Buildings’ Sign Permit Application. Visit DOB’s Sign Regulations and Permits page for more information.
- Please note that the BACP Public Way Use Permit must be approved before the DOB Sign Permit can be approved.

LOADING ZONE
- Review the Loading Zones & Standing Zones Information Page and start the application process with the Alderman in that location’s ward.

SIDEWALK CAFÉ
- Complete the Sidewalk Café application. Prior to submitting to BACP, all Sidewalk Café applicants are required to obtain the signature of the Alderman in whose ward the proposed use of the public way is located. Sidewalk Café Permits have a 9 month term, and must be applied for, and issued, every year.
6. Submit Payment and Completed Application

FOR USE OF THE PUBLIC WAY

FOR WORK VEHICLES

LOADING
☐ In a City of Chicago Loading Zone, any commercial vehicle may load and unload for up to 30 minutes. If there is a visible person in this vehicle at all times, loading and unloading may exceed 30 minutes unless local law enforcement requires the vehicle to be moved at any time.

TEMPORARY PARKING
☐ For temporary parking of a commercial vehicle in the public way, the venue owner or work vehicle company must fill out the Occupy Public Right-of-Way Permit Application from the Chicago Dept. of Transportation’s (CDOT) online permit portal.
★ For instructions on how to use the online portal to apply, CLICK HERE.
★ For instructions on how to pay fees and print permits, CLICK HERE. Fee is $25 per vehicle per day.
★ For a complete list of CDOT permits and fees, CLICK HERE.

NOTE: If there is a parking meter(s) where the temporary parking will occur, then the applicant will be charged additional meter fees for every 20 feet of metered parking space that is used. Visit the Chicago Parking Meters website to see parking meter locations and rates.

☐ Parking must occur in front of the venue—or if on an arterial street in the Central Business District, parking must occur in an alternate alley or adjacent street during rush hour. If parking will occur in front of another business establishment, then a letter of permission from the owner of the other establishment must be included with the application. To view a map of the Central Business District (CBD) street boundaries, CLICK HERE.

☐ INSURANCE: The applicant must show evidence of commercial general liability coverage worth $1 Million (Certificate of Insurance) with the applicant’s name listed as the insured. The City of Chicago and Dept. of Transportation must be named as an Additional Insured. The Certificate holder must be City of Chicago, Dept. of Transportation, 121 N. LaSalle St., Rm 905, Chicago IL 60602. The Certificate of insurance will be kept on file until the insurance policy’s expiration date.

For more information, call CDOT’s Public Way Permit Division at 312-744-4652 or visit www.cityofchicago.org/cdot.
6. Submit Payment and Completed Application (CONTINUED)

Background Check and Fingerprinting

☐ The background check and fingerprinting processes begin once payment and the completed application are submitted. Owners/officers have the option of getting fingerprinted at BACP offices, a qualified 3rd party vendor, or a local law enforcement office if the person is outside of the Chicago area.

☐ Once payment and the completed application are submitted to BACP, the BACP Commissioner has 60 days to approve or deny the license application.

IMPORTANT

☐ BACP cannot accept the completed application until final approval is received from Zoning.

☐ Applicants have a 30-day grace period to submit the completed City application and supporting documents after submitting payment.
7. PPA’s and Liquor Only:

Public Comment Period and Posting of Notices

Once BACP receives payment of the application fees for a PPA license and/or Liquor license, BACP will mail a public notice within 5 days to the registered voters who reside within 250 feet of the venue. Registered voters may object to BACP no later than 35 days after the date the PPA and/or Liquor license fee was paid.

Upon payment of the application fee, the BACP Consultant will give the Applicant the following signs to be posted on the premises within 5 days:

- Public Notice of Liquor License Application
- Public Notice of Public Place of Amusement License Application

Both signs must remain clearly visible from the public way for a full 35-day period after the application payment date.

If the license(s) is denied based on objections from the community, there are options for submitting an appeal to the BACP Commissioner. Check with your BACP Consultant for more information. If appropriate, a hearing may take place and a Plan of Operation may be submitted. (See Note #11 for a list of reasons for denial of license)
8. Preparing for Inspections

You must obtain Building Permits from the Dept. of Building PRIOR to doing any structural build-out/rehab. To see an overview of Building Permit requirements, Click Here. To submit your plans electronically using DOB’s E-Plan system, Click Here.

Your contractor/architect should make any necessary changes/additions based on the following guides. Consult with your contractor/architect to determine which of these requirements apply to your venue.

- Fire Inspection Guide and Fire Inspection Checklist
- Dept. of Buildings Special Inspection Program (SIP) Check List
- Minimum Number of Plumbing Facilities Table (from Municipal Code 18-29-403.1) Includes: Bathrooms, Drinking Fountains, Service Sinks
- Health Inspection Guide - Retail Food License (See Note #12)
- BACP Inspection Checklist

Fire Inspection Rules of Thumb:

- No propane indoors.
- Gas generators are permitted.
- No open flame allowed without a Fire Department permit. This includes a candle, cigarette lighter, match, etc.
- Any pyrotechnics/fireworks display requires a license. For more information, click here.
- When exposed wood or fabric is present, ensure that flame spread rating certificates are on hand for the inspectors
- For 200 or higher capacity venues: Install a panic bar on each exit door
- For large assembly spaces of 25,000 square feet or more: Review the Fire Guard Guidelines and submit the Fire Guard Application(s) (See Note #13)
- For more information, contact Commander Steve Johnson at the Bureau of Fire Prevention at 312-744-8955.
8. Preparing for Inspections (CONTINUED)

**INSPECTIONS FOR BUILDING PERMITS** *(See Note #14)*

**Requesting an inspection** for a building permit is the responsibility of the applicant or his/her representative.

If your building permit requires a **Certificate of Occupancy (C. of O.)**, the Dept. of Buildings will send a separate C. of O. inspection team *(See Step 3 “For Buildings with New Construction, Major Renovations, Alterations, or Additions”)*

A building permit should have all of its final approvals from the required inspectors – and its C. of O. issued, if applicable – BEFORE the PPA or PAV license can be approved.

For the DOB’s Building Permit Overview, [click here](#).

- **Ventilation:**
  Ventilation must be provided in all rooms or halls in which dancing is permitted. *(See Note #15)* for requirements according to the Municipal Code.

- **Drinking Fountains:**
  Sufficient drinking water must be provided at each drinking fountain location. *(See Note #16)* for requirements according to the Municipal Code.

**IMPORTANT:** Prior to the final inspections by the License Inspection Task Force, all structural work must be completed – AND – any furniture, stages, set pieces, objects, fixtures, etc., must be set-up and in place as if the business is ready to open. In addition, all utilities (hot water, gas, electricity), drinking fountains, bathroom facilities, and kitchen facilities (if applicable) must be in proper working order.

The final submitted site and floor plans must clearly indicate the intended use of areas and MATCH the construction and layout of the premises.

Passing an inspection is never guaranteed. Please keep this in mind when planning your venue’s opening date.
8A. Occupancy Capacity Sign Application

For venues with a total capacity of 100 persons or greater:

Your Business Consultant will assist you with applying for an Occupancy Capacity Sign (Placard) for each assembly space on the premises.

**IMPORTANT:** Be sure to apply for the Occupancy Capacity Sign **before** your assigned license task force inspection date. An Occupancy Capacity Sign Inspection, if you applied for one in advance, will take place on the same visit as your assigned license task force date.

FOR AN EXISTING BUSINESS THAT IS EXPANDING ITS VENUE / ADDING AN ASSEMBLY SPACE: The Applicant must apply for a new Occupancy Capacity Sign (Placard) for the expanded or added assembly space. Consult your BACP Consultant for instructions.

9. Inspections

BACP will schedule your license inspection once you notify them you are ready. The License Inspection Task Force inspects new business licenses and businesses that are expanding; it includes officials from the following departments and bureaus. Officials from the following departments arrive separately on the same assigned date. (See Note #17)

- Fire Dept. - Bureau of Fire Prevention
- Dept. of Buildings (DOB)
- BACP
- Public Health - Food Protection Division (if food and beverage will be served to the public)

The DOB staff will calculate the occupancy capacity number based on the Buildings Special Inspection Program (SIP) inspector’s notes. If violations are identified by the inspectors, then they will need to be addressed before the license can be approved. A re-inspection may need to be scheduled at a later date.
10. Licenses and Occupancy Capacity Sign Issued

If all inspections are passed and the required fees are received by the City, the licenses will be issued to the Applicant.

☐ Pick up approved Occupancy Capacity Sign(s) and plans from Dept. of Buildings (City Hall).

☐ Next: bring your Occupancy Capacity Sign(s) with you to pick up all other issued City licenses from your BACP Consultant (City Hall).

☐ **STATE LIQUOR LICENSING.** Once you obtain your City of Chicago liquor license, the applicant is required to submit all State liquor license applications and fees to Illinois Liquor Control Commission’s Chicago or Springfield office. A photocopy of the City liquor license must be attached.
11. Posting on the Premises

All *original* licenses, permits, and signs issued by the City and State must be posted on the premises.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>POSTING LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ The issued PPA or PAV License</td>
<td>□ In a conspicuous location at or near the main entrance of the assembly space or room</td>
</tr>
<tr>
<td>□ Occupancy Capacity Sign(s)</td>
<td>□ At the main entrance of each applicable space or room so as to be conspicuously visible to a person entering such space or room</td>
</tr>
<tr>
<td>□ Floor Plans and Site Plans - same as submitted with final license application</td>
<td>□ With their associated Occupancy Capacity Signs, posted in the applicable space or room</td>
</tr>
<tr>
<td>□ Exit diagram - same as submitted with the final license application</td>
<td>□ At or near each labeled exit –AND/OR– posted in the same location as the Occupancy Capacity Sign</td>
</tr>
</tbody>
</table>

In addition to the above, the following must be posted for serving liquor and/or food:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>POSTING LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ City and State Liquor Licenses</td>
<td>□ In a conspicuous location at or near the main entrance of the assembly space or room</td>
</tr>
<tr>
<td>□ Certificate(s) of Insurance (including Dram Shop for liquor)</td>
<td>□ In a conspicuous location at or near the main entrance of the assembly space or room</td>
</tr>
<tr>
<td>□ Retail Food Establishment License</td>
<td>□ In a conspicuous location at or near the main entrance of the assembly space or room</td>
</tr>
<tr>
<td>□ Health Dept. Summary Report</td>
<td>□ In a conspicuous location at or near the main entrance of the assembly space or room</td>
</tr>
<tr>
<td>□ Food Service Sanitation Manager Certificate</td>
<td>□ At least one certificate holder must be present at all times during the hours of operation and have the original certificate available on-site.</td>
</tr>
<tr>
<td>□ BASSET Certificate</td>
<td>□ Certificate holder must have the original certificate available on-site.</td>
</tr>
</tbody>
</table>

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## 11. Posting on the Premises (continued)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>POSTING LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ The issued Certificate of Occupancy (C. of O.)</td>
<td>□ In a conspicuous location at or near the main entrance of the assembly space or room</td>
</tr>
<tr>
<td>□ Use of the Public Way Permit(s), including Signs, Lights, Canopies, Awnings, Banners, and Marquees.</td>
<td>□ In a conspicuous location at or near the main entrance of the assembly space or room</td>
</tr>
<tr>
<td>□ Commercial Driveway Permit</td>
<td>□ In a conspicuous location at or near the main entrance of the assembly space or room</td>
</tr>
<tr>
<td>□ Sidewalk Café Permit</td>
<td>□ In a conspicuous location at or near the main entrance of the assembly space or room</td>
</tr>
<tr>
<td>□ Plan of Operation - if required by BACP Commissioner after Public Comment Period</td>
<td>□ In a conspicuous location at or near the main entrance of the assembly space or room</td>
</tr>
</tbody>
</table>
Recurring Inspections

☐ The Fire Prevention Bureau will make inspections once a year and will take place approximately one year after the previous issue date of the license. License holders will not be notified in advance of the inspection’s date and time.

☐ The Dept. of Buildings:
If a venue is over 100 capacity, the Dept. of Buildings’ Special Inspections Program (SIP) will inspect the venue annually as “an assembly annual location” and such an inspection is generally unannounced.

For venues with 100 or less capacity, SIP will perform a license renewal inspection once every two years. Based on a list of sites assigned by BACP, the inspection will occur within 90 days prior to the expiration date of the license.

If the inspection is not passed, the license will not be renewed. Customers may contact SIP to request their license renewal inspection: DOBSIP@cityofchicago.org, tel 312.743.3610.

☐ The Dept. of Public Health will conduct unannounced routine inspections and respond to complaints to ensure continued compliance. Retail Food Establishment licenses are renewed on a 2-year basis.
**AFTER YOU’RE LICENSED — Taxes**

After your business is licensed and up and running, you will want to ensure that you’re compliant with all state and local taxes. For a complete list of State of Illinois taxes please refer to the Illinois Department of Revenue (IDOR) website and for a complete list of City of Chicago taxes please refer to the Chicago Department of Finance (DOF) website. Additionally, please familiarize yourself with the relevant sections of the Municipal Code of Chicago (MCC), along with any related regulations, rulings and information bulletins (also posed on DOF’s website). The following represents typical City taxes associated with music and other similar venues, but please note that there may be additional taxes imposed by other jurisdictions. Also please refer to City, County and State websites for any applicable exemptions.

<table>
<thead>
<tr>
<th>Tax</th>
<th>Code</th>
<th>What is Subject to Tax</th>
<th>Who Pays Tax</th>
<th>Tax Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amusement</td>
<td>4-156</td>
<td>Admission fees for live music, theater, sporting events and other similar events.</td>
<td>Owners, managers or operators (includes tickets resellers)</td>
<td>• 5% of admission fees for live cultural performances in venues with occupancy greater than 750 persons; venues with occupancy less than 750 persons are exempt</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Exception:</strong> Venues with live cultural performances with occupancy less than 750 persons are exempt.</td>
<td></td>
<td>• 9% of admission fees for all other amusements</td>
</tr>
<tr>
<td>Lease</td>
<td>3-32</td>
<td>Payments for use of tangible or intangible personal property whether as a lease, rental, license or other related term (such as equipment and furniture)</td>
<td>Lessors unless outside the City in which case the lessees are liable</td>
<td>9% of rental charges</td>
</tr>
<tr>
<td>Restaurant</td>
<td>3-30</td>
<td>Retail price of food and beverage prepared for immediate consumption</td>
<td>Restaurants</td>
<td>0.25% of retail price</td>
</tr>
<tr>
<td>Sales*</td>
<td>3-40</td>
<td>Retail price of tangible personal property for use or consumption (such as general merchandise, food and beverage consumed on or off premises)</td>
<td>Retailers</td>
<td>See IDOR website as rates vary</td>
</tr>
<tr>
<td>Use (non-titled)</td>
<td>3-27</td>
<td>Retail price of non-titled tangible personal property for use in Chicago from a retailer located outside Chicago (such as equipment and furniture)</td>
<td>Retailers located outside Chicago (voluntary); purchasers should remit directly to DOF</td>
<td>1% of retail price</td>
</tr>
<tr>
<td>Cook County Amusement</td>
<td>Article 74</td>
<td>Admission fees for live music, theater, sporting events and other similar events.</td>
<td>Owners, managers or operators (includes tickets resellers)</td>
<td>• 1% of admissions for live cultural performances in venues with occupancy between 751 and 4,999 persons; 1.5% of admissions for venues with 5,000 or higher occupancy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Exception:</strong> Venues with live cultural performances with occupancy of 750 or less persons are exempt.</td>
<td></td>
<td>• 3% of admission fees for all other amusements</td>
</tr>
</tbody>
</table>

*Administered by the Illinois Department of Revenue (IDOR)*
AFTER YOU’RE LICENSED – Operating Vehicles

For Performer, Crew, and Work Vehicles:

LOADING
☐ In a City of Chicago Loading Zone, performers and their crews’ tour buses/vans/trailers or any commercial vehicle may load and unload for up to 30 minutes. If there is a visible person in this vehicle at all times, loading and unloading may exceed 30 minutes unless local law enforcement requires the vehicle to be moved at any time.

TEMPORARY PARKING
☐ For temporary parking of a tour bus/van/trailer or any commercial vehicle in the public way, the venue owner or bus company must fill out the Occupy Public Right-of-Way Permit Application from the Dept. of Transportation’s (CDOT) online permit portal.
★ For instructions on how to use the online portal to apply, CLICK HERE.
★ For instructions on how to pay fees and print permits, CLICK HERE. Fee is $25 per vehicle per day.
★ For a complete list of CDOT permits and fees, CLICK HERE.

NOTE: A trailer is considered a separate vehicle. If there is a parking meter(s) where the temporary parking will occur, then the applicant will be charged additional meter fees for every 20 feet of metered parking space that is used. Visit the Chicago Parking Meters website to see parking meter locations and daily rates.

☐ Parking must occur in front of the venue—or if on an arterial street in the Central Business District, parking must occur in an alternate alley or adjacent street during rush hour. If parking will occur in front of another business establishment, then a letter of permission from the owner of the other establishment must be included with the application. To view a map of the Central Business District (CBD) street boundaries, CLICK HERE.

☐ NOTE: The applicant must show evidence of commercial general liability coverage worth $1 Million (Certificate of Insurance) with the applicant’s name listed as the insured. The City of Chicago and Dept. of Transportation must be named as an Additional Insured. The Certificate holder must be City of Chicago, Dept. of Transportation, 121 N. LaSalle St., Rm 905, Chicago IL 60602. The Certificate of insurance will be kept on file until the insurance policy’s expiration date.

For more information, call CDOT’s Public Way Permit Division at 312-744-4652 or visit CDOT’s site.
1) PPA applicants may make a written submission to the BACP Commissioner for a waiver of the 200-feet distance requirement from any church, temple, synagogue or other place of worship, hospital, or building used exclusively for educational purposes. The Applicant will need to submit a Plan of Conduct along with written consent from the local Alderman and the affected institution within 200 feet. The BACP Consultant will guide the Applicant through this process.

In all B and C districts, establishments requiring a PPA license may not be located within 125 feet of any RS1, RS2 or RS3 residential zoning district. PPA applicants may apply for a zoning variation from the Zoning Board of Appeals eliminating that prohibition. Refer to the Variation Package and Application.

*From Chicago Municipal Code 4-156-330 (a) Location restrictions:* “No public place of amusement license shall be issued for any establishment within 200 feet of any church, temple, synagogue or other place of worship, hospital, or building used exclusively for educational purposes (for purposes of this section, collectively “affected institution”), unless the place to be licensed has been established as a public place of amusement before the establishment of the affected institution. Said distance shall be measured from the nearest point of the premises for which application for a license has been made and the nearest point of the affected institution. This prohibition shall not apply to (1) a performing arts venue, as defined in Article V of this chapter, or (2) the Chicago History Museum, or (3) the Bronzeville Children's Museum.”

*From Chicago Municipal Code 17-3-0301 Establishments Requiring Public Place of Amusement (PPA) Licenses:* “In all B and C districts, establishments that require a public place of amusement (PPA) license may not be located within 125 feet of any RS1, RS2 or RS3 district. This required distance must be measured from the nearest property line of the lot containing the establishment requiring the PPA license to the nearest RS1, RS2 or RS3 zoning district boundary. Establishments holding a valid PPA license that were lawfully established before August 16, 1997 may continue in operation as long as they maintain a valid PPA license. The restriction imposed by this section shall not apply to a performing arts venue, as defined by Section 4-156-710 of the municipal code.”

2) Refer to the “Parking Requirements” section of page 2 of the Restaurant License and Zoning Reference Guide. There is no parking requirement for venues with less than 150-person total capacity.

3) An assumed name is issued to any business entity that uses a name other than the name(s) of the individual(s) who own or operate the business.
4) Business Structure Documents (for primary applicant only) include:

**Corporations**
- Corporate Minutes (showing election of new officers and resignation of any previous officers)
- All issued Stock Certificates (Cancelled and current, privately held corporation only)
- Articles of Incorporation
- Business Organization Chart

**Limited Liability Corporations**
- Operating Agreement
- Articles of Organization
- Business Organization Chart

**Limited Partnership**
- Partnership Agreement
- Business Organization Chart
- Certificate of Limited Partnership

**General Partnership**
- Partnership Agreement (if applicable)
- Business Organization Chart

**Sole Proprietorship**
- Proof of Chicago Residence

5) On the Certificate of Insurance, the Certificate Holder should be named as follows:

“Liquor Control Commissioner
City of Chicago Dept. of Business Affairs and Consumer Protection
121 N. LaSalle, Room 805, Chicago, IL 60602”

6) The Beverage Alcohol Sellers and Servers Education and Training (BASSET) Certificate is required for all owners, managers, alcohol servers and “bouncers” (i.e., employees responsible for checking patrons’ identification for entry into a liquor-licensed premise) of an establishment serving liquor. If you already have the BASSET certificate, make sure that it is still current as they expire every three years. Visit [http://www2.state.il.us/lcc/basset](http://www2.state.il.us/lcc/basset) for a list of BASSET classes in your area.

7) With some exceptions, an establishment serving *non-perishable, pre-packaged food* (e.g., chips, candy bars, etc.) from a licensed Retail Food Establishment typically does not require a Retail Food Establishment License and a Food Service Sanitation Manager Certificate. Ask your BACP Consultant for an official ruling.

8) A certified Food Service Sanitation Manager is on duty and on-site at all times when potentially hazardous food is prepared or served. This person is responsible for overseeing the food handling and preparation process to prevent the occurrence of foodborne illness.
9) An Exit Diagram includes, but is not limited to, the following:
- room measurements / square footage
- schematic furniture layout (including stage, seating, set pieces, etc.)
- labeled exits
- exit arrow paths
- door swings
- exit stairwells

10) What is “Using the Public Way”?
The City’s streets, sidewalks and parkways are considered to be the public way. That means the City is the “landlord” and in order for a business or property owner to occupy the public way, a permit is required. The following are the most common examples.
- Over Street Level (Above Grade): Canopies/Awnings, Signs, Light Fixtures, Balconies, Banners
- On Street Level (At Grade): Sidewalk Cafes, Planters, Decorative Pavers, Bollards, Windscreens, Kiosks
- Under Street Level (Below Grade): Vaults, Conduit (encased wiring), Caissons (foundation), Earth Retention Systems, Irrigation Systems

11) From Municipal Code 4-156-311 (b)(4):
“...any legal voter residing within 250 feet of the location for which the license is sought may file an objection with the commissioner no later than 35 days after the date the license fee was paid, requesting the commissioner to deny the application on the grounds that the license would have an adverse effect on: (i) the value of the property in the surrounding area; (ii) other commercial or industrial enterprises in the surrounding area; (iii) traffic-flow or parking within the surrounding area; (iv) the character of the surrounding area because of the hours of operation or use; or (v) the health, safety or welfare of the surrounding area. The objection shall be in writing signed by the objector and include the objector's name and address and set forth the grounds for the objection.”

12) The *Food Inspection Readiness Checklist* is located on Pages 24-28 of the Health Inspection Guide.

13) The Fire Department requires A.) One fire guard for each 25,000 square feet of exhibition area, including storage space, when the show is open for business; and B.) One fire guard for each 50,000 square feet of space during hours when the show is not open to the public. IMPORTANT: The Fire Department is empowered to required additional fire guards if the number of the floor levels or the anticipated attendance make them necessary.
14) **The Chicago Department of Buildings (DOB)** is the department which processes and issues building permits and conducts building inspections. A [building permit](#) is required for any structural build-out, including rehab or expansion of a PPA or PAV. Structural work includes, but is not limited to: plumbing, electrical, natural gas line, HVAC, drywall, demolition or construction. A [more complete list of structural work requiring a permit is available here](#).

15) **VENTILATION.** From Municipal Code 4-156-440: "In all rooms or halls in which dancing is permitted, ventilation shall be provided as required in Chapter 13-176* of this Code; except that existing dance halls, in which the floor area is less than 2,000 square feet, may be ventilated by means of a mechanical ventilating exhaust system described in Section 13-176-030.* The capacity of such system shall be equal to three cubic feet of air per minute for each square foot of floor area of any such dance hall and the ventilating openings in such room or space shall be not less than four percent of the floor area."

16) **DRINKING FOUNTAINS.**
From Municipal Code 4-156-460 Drinking Water: “The licensee of every public place of amusement shall provide sufficient drinking water at each fountain required to be installed by this Code.”

18-29-403.7 Drinking fountains: “Drinking fountains shall be of an approved type and shall be located on the same floor or one floor above or below and within 200 feet (61m) of all locations at which workers are regularly employed. No bubbler shall be installed on or above any plumbing fixture other than a drinking fountain. No drinking fountain or bubbler shall be installed in any toilet room, except in penal institutions.”

18-29-410.1-.2 Drinking fountains: “Drinking fountains shall conform to ASME A112.19.1, A112.19.2 or A112.19.9, and water coolers shall conform to ARI 1010. Where water is served in restaurants drinking fountains shall not be required. Drinking fountains shall not be installed in public restrooms.”

17) Inspections scheduled by BACP for the License Inspection Task Force are not the same as those scheduled by your contractor or other representative for building permits or Certificate of Occupancy.
Forms

✓ Adult Use Affidavit
✓ Amusement Tax Forms
✓ Business Information Sheet
✓ CDOT Online Permit Portal
✓ Commercial Driveway Permit Application
✓ Financial Disclosure Form
✓ Food Plan Review Application
✓ Illinois Retailer's Liquor License Application
✓ Individual History Form
✓ Manager's Statement
✓ Occupy Public Right-of-Way Permit Application (CDOT)
✓ Public Way Use – Bundle Permit Application
✓ Sidewalk Café Application
✓ Sign Permit Application (BACP)
✓ Sign Permit Application (Dept. of Buildings)
✓ Spousal Affidavit
✓ Valet Parking Operator License Application
✓ Zoning Board of Appeals - Applications & Guides

[See Guides on next page]
Guides

- Alderman and Ward Search - By Address
- Americans with Disabilities Act (ADA)
- Amusement Code - Chapter 4-156
- Amusement Tax Info Page
- Animal Exhibition Permit Info Page
- BACP Inspection Checklist
- Beverage Alcohol Sellers and Servers Education and Training (BASSET) Certificate
- Building Permit Process Overview
- Buildings Guide to Getting Started: A Permit Overview
- Buildings Inspection Request
- Buildings Violations Online Search
- Certificate of Occupancy Rules and Regulations
- Chicago Municipal Code
- Chicago Parking Meters
- City of Chicago Liquor License Application Process
- City of Chicago Liquor License Required Documents
- City of Chicago Liquor Licenses
- City of Chicago Zoning Map
- Commercial Driveway Permit Application Instructions
- Cook County Business Name Registration
- Dept. of Buildings E-Plan User Guide
- Driveway Permits Overview
- Economic Disclosure Statement (EDS)
- Fire Inspection Guide
- Food Sanitation Certificate Course
- Getting Your Tax ID
- Health Inspection Guide - Retail Food License
- Illinois Dept. of Revenue Account ID Number
- IRS Employer Identification Number
- Late Hour Liquor License Information
- Liquor Moratorium/Dry Area Interactive Map
- Loading Zones & Standing Zones Information Page
- Minimum Number of Plumbing Facilities Table
- Occupy Public Right-of-Way - Paying Fees/Printing Permits
- Occupy Public Right-of-Way Permit - User Guide
- Pyrotechnics/Fireworks License Information
- Restaurant Start-Up Guide
- Retail Food Service License Application and Inspection Process
- Schedule an Appointment with BACP
- Selecting Your Restaurant Site
- Sign Regulations and Permits (DOB)
- Site and Floor Plans Guide
- Valet Parking Operator License Information
- When is a building permit not required?
- When is a building permit required?
- Writing Your Business Plan
- Zoning Board of Appeals – Applications & Guides
Government Agencies and Departments

- BACP Small Business Center
- Chicago Animal Care and Control
- Chicago City Council
- Chicago City Treasurer
- Chicago Dept. of Buildings (DOB)
- Chicago Dept. of Business Affairs & Consumer Protection (BACP)
- Chicago Dept. of Cultural Affairs and Special Events (DCASE)
- Chicago Dept. of Finance - Tax Division
- Chicago Dept. of Planning and Development (DPD)
- Chicago Dept. of Public Health - Food Protection Division
- Chicago Dept. of Streets and Sanitation
- Chicago Dept. of Transportation (CDOT)
- Chicago Dept. of Water Management
- Chicago Fire Department
- Chicago Police Department
- Chicago Zoning Board of Appeals (part of DPD)
- Chicago Zoning Ordinance Administration (part of DPD)
- Cook County Amusement Tax Page
- Cook County Clerk’s Office
- Illinois Liquor Control Commission
- Illinois Secretary of State Business Services
- Internal Revenue Service (IRS)
- Mayor’s Office for People with Disabilities
City Department Contacts

**Alderman Wards** – search by your location’s address

**Department of Buildings (DOB)**
City Hall, Room 900
121 N. LaSalle St., Chicago, IL 60602
312.743.3600
Email: Contact Us
www.cityofchicago.org/dob
For a list of contacts for each DOB Bureau, Click Here.

**Department of Business Affairs & Consumer Protection (BACP) Small Business Center**
City Hall, 8th Floor
121 N. LaSalle St., Chicago, IL 60602
312-74-GO-BIZ, or schedule an appointment online
TTY: 312.744.1944
www.cityofchicago.org/sbc
www.cityofchicago.org/bACP

**Department of Cultural Affairs & Special Events (DCASE)**
Arts & Creative Industries Division – Music Industry Program
Chicago Cultural Center
78 E. Washington St., Room 108, Chicago, IL 60602
musicindustry@cityofchicago.org
312-742-1160, 312-744-2352
Main: dcase@cityofchicago.org, 312-744-3316
www.cityofchicago.org/dcase

**Department of Finance (DOF)**
City Hall, Room 700
121 N. LaSalle St., Chicago, IL 60602
312.744.4747 Customer Service Center
312.744.2204 Main
www.cityofchicago.org/dof

**Chicago Fire Department**
**Fire Prevention Bureau**
444 N. Dearborn St., Chicago, IL 60654
Contact:
Commander Steve Johnson,
312.744.8955, Steve.Johnson@cityofchicago.org
www.cityofchicago.org/fire

**Department of Public Health (CDPH)**
**Food Protection Division**
2133 W. Lexington
Chicago, IL 60612
312-746-8030 or 312-746-8046
cdphfood@cityofchicago.org
www.cityofchicago.org/cdph

Click here to return to Table of Contents
City Department Contacts

**Police District Commanders** – search by your location’s address

**Department of Streets and Sanitation**
City Hall, Room 1107
121 N. LaSalle St., Chicago, IL 60602
312-744-4611
www.cityofchicago.org/streets

**Department of Transportation (CDOT)**
**Public Right of Way Permit Office**
City Hall, Room 905
121 N. LaSalle St.
Chicago, IL 60602
Permit Desk: 312.744.4655
www.cityofchicago.org/cdot
Online Permit Portal: https://ipi.cityofchicago.org/Permits

**Mayor’s Office for People with Disabilities (MOPD)**
City Hall, Room 104
121 N. LaSalle St., Chicago, IL 60602
Phone: 312.744.7050
TTY: 312.744.4964
www.cityofchicago.org/mopd
For Accessibility Compliance Advice and Technical Assistance, Click Here.

**Office of the City Treasurer**
City Hall, Room 106
121 N. LaSalle St., Chicago, IL 60602
312.744.3356
TTY/TDD 312.744.6920
citytreasurer@cityofchicago.org
www.chicagocitytreasurer.com

**Zoning Ordinance Administration**
Department of Planning and Development
121 N. LaSalle St., Room 905
Chicago, IL 60602
312.744.5777

**Zoning Board of Appeals**
312.744.5822, ZBA@cityofchicago.org

**Additional Services**

**List of Chambers of Commerce / Neighborhood Business Development Centers:**
Financial Incentives and Resources

Several financial incentives and resources are available for encouraging business and workforce development in Chicago and Illinois.

City of Chicago

- Small Business Center - Financial Resources Home - The City of Chicago’s resource hub for small business owners seeking financial assistance.

- Tax Increment Financing Fund (TIF) - TIF Funds are to increase public and private investment in TIF districts. Projects are generally capital improvements involving streets, parks, schools and other public facilities. Funds are also used to support private economic development projects that provide jobs, goods and services for residents. Funds are generated by growth in the Equalized Assessed Valuation (EAV) of properties within a designated district over a period of 23 years.

- TIFWorks Program - TIFWorks funds workforce-training costs for companies located in a Tax Increment Financing (TIF) district.

- Small Business Improvement Fund (SBIF) - The SBIF program uses Tax Increment Financing (TIF) revenues to help owners of commercial and industrial properties within specific TIF districts to repair or remodel their facilities for their own business or on behalf of tenants.

- City-Owned Land Inventory and Negotiated Sale Program - The City of Chicago makes real estate available for purchase and redevelopment. A Negotiated Sale is a process that facilitates the sale of City-owned properties.

- City’s Large Lot Program - A neighborhood stabilization initiative to help property owners, block clubs and non-profit groups in select Chicago neighborhoods purchase City-owned land for $1 per parcel.

[Continued on next page]
Financial Incentives and Resources

City of Chicago (continued)

New Markets Tax Credits - The Chicago Development Fund (CDF) provides financing to projects in Chicago’s low-income communities through the federal government’s New Markets Tax Credits (NMTC) program. NMTCs can subsidize up to 20% of a project’s capital needs, usually in the form of low interest, forgivable debt with a term of at least 7 years.

Landmark Building/Class L Property Tax Incentive - Cook County offers the Class L property tax incentive to encourage the preservation and rehabilitation of landmark commercial, industrial, and income-producing non-profit buildings. Owners can have their property tax assessment levels reduced for a 12-year period provided they invest at least half of the value of the landmark building in an approved rehabilitation project. While the Class L incentive is a Cook County incentive program, the City of Chicago must support granting the incentive.

City Treasurer’s Office - The Treasurer’s Office manages a number of programs that promote economic development in Chicago’s neighborhoods, including Small Business Loan Programs.

State of Illinois

Illinois Department of Commerce & Economic Opportunity (DCEO) - The DCEO’s mission is to raise Illinois’ profile as a premier global business destination; and to provide a foundation for the economic prosperity of all Illinoisans, through coordination of business recruitment and retention, provision of essential capital to small businesses, investment in infrastructure and job training for a 21st century economy, and administration of state and federal grant programs.

- Economic Development for a Growing Economy (EDGE) Tax Credit
- Tax Incentives and Assistance
User Survey

Is this Venue Licensing Toolkit helpful to you in your business planning and understanding the licensing processes? We want to hear from you. Please fill out this brief survey to help us make improvements and better understand the experiences and needs of each user.

To fill out the survey, click here: [https://www.surveymonkey.com/r/venuetoollkit](https://www.surveymonkey.com/r/venuetoollkit)

Thank you for your feedback.